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**CARROLL COLLEGE MARCHING FORWARD COVID-19 MASK REQUIREMENT**

**MEDICAL EXEMPTION REQUEST FORM – EMPLOYEES**

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| Employee First Name |  | Carroll I.D. # |  |
| Employee Last Name |  | Home/Cell Phone |  |
|  |  | e-mail address |  |

This form is for employees who are requesting a medical exemption from Carroll College’s Marching Forward COVID-19 mask requirements. Once completed, please submit your form to the Carroll College Human Resources Office. The address can be found at the bottom of page 2.

In order to receive a medical mask exemption, a physician licensed to practice medicine in any jurisdiction of the United States must sign this form. This form also must be filled out and signed by the employee.

**SECTION 1: TO BE COMPLETED BY PHYSICIAN**

**Physician’s Declaration**

I declare that the above-named patient, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, consulted with me on wearing a mask or face covering as it relates to the COVID-19 (SARS-CoV-2) virus. I have discussed the benefits and risks of wearing a face covering/mask with the patient and/or the patient’s parent/legal guardian relative to the patient’s health concerns and certify that a medical face covering/mask exemption is warranted due to the patient’s existing medical condition.

**Physician’s Initials \_\_\_\_\_\_\_**

I certify that I am a physician licensed to practice medicine in the United States, and the information provided on this form is complete and correct.

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| Physician’s Name (Print) |  | Physician’s National Provider Identifier (NPI) (Required) |  |
| Physician’s Signature |  | Physician’s Address |  |
| Date (mm/dd/yyyy) |  | Physician’s Office/Work Phone |  |

The information provided will be reviewed by Carroll College Accessibility Coordinator’s Office. You may be contacted for clarification if needed. Medical accommodations will remain in place for one academic year and must be renewed annually.

**Employee must read the following and initial and sign:**

1. I understand that COVID-19 is a serious viral illness and the Centers for Disease Control and Prevention (CDC), American College Health Association (ACHA), Montana Department of Public Health and Human Services (MT DPHHS), and Lewis and Clark County Public Health Department strongly encourage wearing face coverings and/or masks to mitigate against the spread of the virus. **Initial \_\_\_\_**
2. I understand that Carroll College may require everyone on College owned premises during the course of employment to wear masks, regardless of vaccination status, as long as there is a provision for accommodations for persons based on sincerely held religious beliefs or disability. I also understand that Carroll College will not discriminate against anyone who requests such an accommodation. **Initial \_\_\_\_\_**
3. I understand that Carroll College reserves the right to request additional documentation. If approved, this exemption will only remain in effect for the duration of the current academic year. I understand requests must be renewed annually. **Initial \_\_\_**

**Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_**

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| CARROLL COLLEGE  HUMAN RESOURCE OFFICE USE ONLY | Karla Smith, Director of Human Resources and Title IX Coordinator  O’Connell Hall Room 214  Phone – 406-447-5501  klsmith@carroll.edu |
| Approved By: |  |
| Date: |  |